

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DGS01812807**
POSITION NO: 150131
POSITION TITLE: _____

DATE POSTED: **11/14/16**
CLOSING DATE: **11/29/16**

Senior Network Specialist

DEPARTMENT NAME / WORKSITE: <u>DGS/Department of Information Technology / Window Rock, AZ</u>		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AC65A</u>
WORK HOURS: <u>8 AM - 5 PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>50,377.60</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>24.22</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Configures, installs and monitors local area network (LAN), wide area network (WAN), metropolitan area network (MAN) and wireless network servers; configures and maintains routers, switches and enables virtual local area network (VLAN), internet authentication and proxy servers, security appliances/firewalls/virtual private networks (VPN), department surveillance system software and hardware, storage area networks and various network services; tests, recommends and implements new network services; develops and maintains documentation for network configurations; troubleshoots and repairs network server problems; sets up new equipment; maintains network equipment; monitors system performance and makes necessary adjustments for optimal performance; researches, recommends and makes changes to network for improvements; analyzes user needs and develops recommendations Coordinates and manages network accounts including user and e-mail accounts; sets up and performs backup procedures; monitors logs; maintains, monitors and troubleshoots network printer and file services; prepares and maintains current network and server configuration and procedure documentation; researches solutions to campus network and servers performance; reviews network design; determines resources needed; installs and integrates network software; evaluates and analyzes technology products and recommends appropriate implementation to programs for use; collaborates with others on a variety of technology and technology support projects and problems; maintains a high degree of technical knowledge and expertise in network technology through research, personal use and training; maintains technical knowledge in current network equipment such as routers, switches, hubs, wiring and network cards; provides assistance to desktop section for various client server problems as needed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Computer Information Technology, Computer Science or related field; and four (4) years of responsible experience working with Windows servers, desktop systems, Voice over IP, system configuration, design, implementation and troubleshooting and firewall and remote systems, two (2) years of which must have been in a supervisory or project lead capacity.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of principles, practices and techniques of computers, network and network equipment. Knowledge of current technology products utilized in network management. Knowledge of network devices such as routers, switches and VLANs. Knowledge of computer network design, installation, configuration, troubleshooting, repair and maintenance procedures and practices. Knowledge of local and wide area networks (LAN/WAN), internet/intranet, e-mail systems and data communications computer operating systems, software packages, software utilities, proper records maintenance and storage for local and distributed environments. Skill in planning, designing and maintaining data networks and servers. Skill in providing technical support to users. Skill in implementing LAN/WAN maintenance and management procedures. Skill in explaining technical concepts in non-technical terms to clients and staff. Skill in establishing and maintaining effective working relationships. Ability to troubleshoot and solve a wide variety of computer network problems. Ability to analyze technical problems and recommend appropriate solutions. Ability to adapt to changes in technology.

Ability to respond to computer user needs in a positive and professional manner. Work requires continued use of computers and peripherals, lifting and carrying computer hardware weighing up to 50 lbs, climbing, crawling, bending and stooping in the installation or troubleshooting of computer hardware and network systems.

Possess a valid state driver's license and must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.